

Strategic Growth Council Draft Operating Guidelines

February 2009

Section I – Scope and Objectives

The Strategic Growth Council (Council) is charged with developing a process to coordinate state agency activities so they assist and support the planning and development of sustainable communities which strengthen the economy, ensure social equity, and enhance environmental stewardship. These activities include;

- Improving air and water quality
- Protecting natural resource and agriculture lands
- Promoting public health
- Increasing the availability of affordable housing
- Improving infrastructure systems
- Revitalizing urban and community centers and
- Assisting state and local entities in meeting AB 32 goals.

Section II – Organization & Structure

A. Membership

1. The Council consists of the following six members:
 - the Director of State Planning and Research
 - the Secretary of Resources Agency
 - the Secretary for Environmental Protection
 - the Secretary of Business, Transportation and Housing
 - the Secretary of California Health and Human Services
 - a public member appointed by the Governor
2. A council member may designate a member of their executive staff to attend in their place. The designee must have the authority to vote on issues and direct staff to undertake Council initiatives.
3. The public member is required to have expertise in land use planning, local government, resource protection and management, or community development or revitalization.

B. Council Leadership

1. The Council will elect a Chair and one Vice-Chair for a two-year term. The Chair will be responsible for presiding over Council and representing the

Council in public meetings. The Vice-Chair will be responsible for fulfilling the Chair's duties when the Chair is unavailable.

2. The Council will establish committees and working groups as necessary to accomplish the purposes of The Council.

C. Work Committees

1. For assistance in conducting its business, the Council may establish committees or workgroups. Such groups gather information, conduct research, analyze relevant issues and facts, and draft proposed position papers and/or recommendations for deliberation by the Council. Committees or workgroups may not conduct business independent of the Council, or determine policy without approval of the Council as their role is to provide information and recommendations for consideration by the Council.

D. Meetings

1. Member agencies will host the Council's meetings. The Council shall meet or otherwise communicate as a group as often as it deems necessary, but at **least once quarterly**. The Chair may call special meetings as necessary.
2. The Council meeting activity is subject to the Bagley-Keene Open Meeting Act (Government Code Article 9, Section 11120).

F. Decision-making

1. The Council will seek consensus recommendations. Consensus will be determined by a poll of the members present at the meeting by the Chair (The Council Chair or Vice Chair). Decisions on commitment of funding and other resources, other than those specifically allocated to the Council, ultimately rest with individual agencies.
2. The Council will develop a policy for taking advisory positions on legislation related to the Council's mandated purpose.
3. The Council will take formal votes on internal business matters, such as the adoption of its annual budget and amendments to this charter. Each member will have one vote, cast by their representative or his or her designated alternate. Voting will require a quorum, which is constituted by a majority of Council members (4). A majority of the entire Council is need for a vote to be affirmed.
4. The Council may sponsor conferences, symposia and other public forums to seek input regarding local, regional, and natural resource planning, sustainable development, and strategies to reduce and mitigate climate change.

G. Staffing and Organization

Staffing is required to be reflective of the Council's membership. The Council is currently staffed by designees of all the member agencies with the Office of Planning and Research providing administrative support until dedicated Council staff is obtained.

H. Council Funding

The Natural Resources Agency (Resources Agency) was appropriated \$500,000 to support the Council and its activities.

Section III - Duties

Under SB 732, the Council must support the following activities:

1. Identify and review activities and funding programs of member state agencies that may be coordinated to meet the objectives of the Council.
2. Review and comment on the five-year infrastructure plan and the State Environmental Goals and Policy Report.
3. Recommend policies and investment strategies and priorities to the Governor, the Legislature, and to appropriate state agencies to encourage the development of sustainable communities.
4. Provide, fund, and distribute data and information to local governments and regional agencies that will assist in developing and planning sustainable communities.
- 5. Manage and award grants and loans to support the planning and development of sustainable communities.**

Section IV – Modifications

This agreement is to remain in effect until a vote of the Council.